

Minnesota State Law Library
COLLECTION DEVELOPMENT PLAN
Revised 2015

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I. Introduction

The Minnesota State Law Library (MSLL) is a part of the state supreme court, but is also a public law library which serves all Minnesota citizens. The library's first priority is to meet the legal research needs of the Minnesota appellate courts. In addition, the library serves as the principal legal research and information center for the Minnesota judicial branch.

MISSION STATEMENT

The Minnesota State Law Library exists to provide vital, timely and efficient library services to the judiciary and the public seeking legal information.

Included within the scope of this responsibility are the following:

- (1) The acquisition and maintenance of a collection of legal resources and technology;
- (2) The promulgation of policies and procedures to ensure legal resources are placed at the disposal of the supreme court and other library users;
- (3) The operation of a facility, in accordance with approved standards;
- (4) The design and implementation of programs, policies, procedures, and activities to ensure an efficient, responsible and vital public law library; and
- (5) The systematic review of all programs, policies, procedures, activities and operations in order to meet the current and future needs of the supreme court and other library users.

II. Overview of the Collection

The library maintains a comprehensive collection of American law materials for current legal information and research. The collection emphasizes materials on the practice and interpretation of the law, rather than the teaching of law.

In general, the library collects the following:

- Primary legal materials of the federal government, its territories, and the states. Primary materials include session laws, statutes and codes, opinions of the appellate courts, and administrative law.
- Secondary materials on a wide variety of legal subjects. Emphasis is on currency and, at a minimum, on providing introductory coverage in all major areas of law.
- Minnesota law on a comprehensive level, including legal materials concerning foundation, growth and interpretation of Minnesota's government and law; the justices and judges of Minnesota's courts; and Minnesota lawyers and bar associations.
- Federal government documents selected through the depository program.

A. Primary Materials

1. Statutory Law

MSLL provides online access to statutory materials in addition to the print materials listed below.

a) Minnesota Law

- (1) Local ordinances for Minneapolis and St. Paul are available in print and other cities are made available through the Internet.
- (2) MSLL maintains comprehensive coverage of the original constitutional debates and proceedings for the first constitution and copies of reports from charter commissions and study groups that have been used for amendments.
- (3) The library maintains a comprehensive print collection of all session laws and statutory compilations. The library also collects and retains all superseded volumes of the Minnesota Statutes Annotated (MSA).

b) Federal Law

- (1) MSLL maintains a comprehensive print collection of all official session laws and statutory compilations of the United States.
- (2) The library maintains a U.S. treaty collection.

c) Other States

- (1) The library maintains a print collection of state statutes.

2. Case Law

a) Minnesota Law

- (1) MSLL maintains copies of all appellate court judgements.
- (2) The library has electronically archived the [opinions](#) for the Minnesota appellate courts since 1996 and will continue to do so.
- (3) Public access to recent district court and appellate court documents is provided electronically through MACS and MPA terminals in the library.

b) Federal Law

- (1) The library provides access to U. S. Supreme Court cases.

- (2) The library also provides access to federal court of appeals and district court cases.

c) Other States

- (1) The library has print sets of all regional reporters, as well as the California Reporter and New York Supplement.

3. Administrative Law

a) Minnesota Law

- (1) MSLL collects Minnesota administrative decisions relating to Workers' Compensation Court of Appeals decisions.
- (2) The library retains all Minnesota Rules.
- (3) The library collects all materials cited as “incorporated by reference” in the Minnesota Rules and Minnesota Statutes.
- (4) The library collects selected Minnesota Attorney General opinions.

b) Federal Law

- (1) MSLL retains five years of the Code of Federal Regulations in print and past years in microfiche.
- (2) The library provides access to the Federal Register in various formats.
- (3) The library collects Executive Orders.
- (4) The library receives the Weekly Compilation of Presidential Documents.
- (5) The library retains selected U.S. Attorney General opinions.

c) Other States

- (1) The library does not collect administrative law from other states.

B. Secondary Materials

1. Treatises/Form Books/Practice Books/State Agency Materials

a) Minnesota

- (1) MSLL collects and archives, as comprehensively as possible, all Minnesota treatises.
- (2) The library collects and archives the materials of various Minnesota continuing legal education publishers.
- (3) The library collects all Minnesota form books.
- (4) The library maintains and archives a print collection of all reports from agencies under the jurisdiction of the Minnesota Supreme Court.

b) National

- (1) MSLL maintains a broad representation of treatises and subject resources covering most legal topics. For evolving areas of the law, the Library attempts to acquire at least one treatise published within the last four years.
- (2) The library collects topics of interest to the Judicial Branch.
- (3) The library provides access to several national legal forms titles.

2. Periodicals

a) Newspapers

- (1) MSLL subscribes to selected print national newspapers.
- (2) The library subscribes to the primary local newspapers.
- (3) The library subscribes to additional local legal newspapers.

b) Law Reviews, Bar Journals, etc.

- (1) MSLL subscribes to online resources, for a wide-ranging collection of state, local, national, and international bar journals.
- (2) The library will subscribe to national print periodicals on a selective basis.
- (3) The library subscribes to Minnesota legal periodicals.

3. Legislative History

- a)** MSLL collects and retains all volumes of Minnesota Journal of the House of Representatives and Journal of the Senate (commencing with the Territorial Journals, 1849 to date).

4. Self-help Materials

- a) The library purchases materials to support the general public with their legal information needs.

C. FindingAids

1. Digests

- a) The library collection includes several West Digests, however, only Minnesota Digest is kept current.

2. Citators

- a) MSLL provides access to at least one citator in online format.

3. Periodical Indexes

- a) MSLL subscribes to online legal periodical indices.
- b) To provide access to Minnesota periodicals, the Library creates and maintains the [Minnesota Legal Periodical Index](#) (MLPI) (1985 to date), which is currently available on the internet at the LawMoose website.

D. GeneralMaterials

1. Directories

- a) The library collects local and national legal directories.
- b) The library collects Minnesota legislative directories and manuals.

2. Encyclopedias

- a) The library retains a Minnesota-specific legal encyclopedia.
- b) The library collects subject and general encyclopedias as needed.

3. Dictionaries

- a) MSLL purchases dictionaries requested and/or commonly cited by Minnesota appellate courts. The library retains dictionaries on general law, special subjects and foreign languages.

E. SpecialCollections

1. Briefs

a) The library collects briefs for cases heard before the Minnesota appellate courts that have resulted in published opinions. Bound paper copies of briefs are available from 1864 to present. Beginning with volume 300 of North Western Reporter, Second Series, the library has produced microfiche copies of Minnesota supreme court and court of appeals briefs (for published cases only). Beginning with volume 705 N.W.2d, the library has scanned civil briefs and provided them in an internet [database](#). As a result of appellate e-filing, briefs and other appellate court documents filed after 2013 are available online in the law library via a courthouse view terminal.

2. Special Collections Room

a) The special collections room contains materials of historic value, particularly unique historical Minnesota legal materials and other rare items.

3. Federal Depository Collection

a) MSLL currently collects a fraction of the items available from the Federal Depository Library Program.

b) The collected documents include laws, cases, treaties, executive orders and proclamations, and House and Senate reports, as well as other types of publications.

c) As a partial U.S. Government Depository Library, MSLL must retain all federal documents for five years, unless they duplicate other material in the library collections. Only one copy of a specific title, regardless of format, must be retained by the Library.

d) The library does not collect government documents from states other than Minnesota.

III. Responsibility for Selection

The State Law Librarian assumes final responsibility for the selection of legal materials and will make selection decisions with the assistance and advice of the department heads. The library encourages recommendations from staff, judicial branch employees, and the public.

IV. Selection Criteria

The following principles will be used when evaluating items for acquisition:

- Relationship of the title to the existing collection
- Significance and timeliness of the material

- Scope and authority of the author or publisher
- Requests from users for specific titles or subjects
- Reviews and recommendations
- Cost
- Format

In general, the library does not collect the following: law school textbooks, theoretical materials, publications in foreign languages (except dictionaries), foreign and international law, and continuing legal education materials from other states.

V. Collection Maintenance

The library will evaluate the collection on a regular schedule. This will include replacing lost or missing items, binding, weeding, and assessing the need to preserve fragile documents.

A. Weeding

1. Materials that may be removed from the collection include the following:
 - Materials that are no longer current
 - Materials that contain inaccurate or obsolete information
 - Superseded editions
 - Materials that have been duplicated in another format
2. Government documents are discarded according to the procedures found in the Instructions to Depository Libraries (U.S. Government Printing Office).
3. Retired materials are publications that are removed from the active collection, but still have archival value; these include items such as older CLE publications and older editions of treatises.

B. Replacements

1. Materials will be replaced because of loss or damage based on an evaluation of the value of the material to the collection, the availability of alternative formats, and price.

C. Duplicates

1. See appendix for plans to collect duplicate copies of certain materials.

D. Binding

1. Periodicals and other materials are bound to increase durability and extend shelf-life.

E. Preservation

1. Efforts will be made to ensure the long-term usability of the collection. Preservation efforts will be made on a case-by-case basis.

F. Digital Formats

1. Digital copies of materials are made to increase access and protect print materials, particularly fragile items. Digital files are archived in multiple locations to prevent loss.

II. Gifts

The Minnesota State Law Library accepts gifts and donations of materials and money. Acceptance of a donation is with the understanding that the State Law Librarian is free to use the gift in the most useful and beneficial way. Gifts will be evaluated on an individual basis and according to the library's selection criteria. The library also retains the right to discard duplicates or unneeded donations.

III. Censorship

The Minnesota State Law Library has adopted the principles in the American Library Association's Library Bill of Rights (see Appendix), and the collection of standards as established by the Government Law Libraries Special Interest Section, American Association of Law Libraries (see Appendix). Patrons who wish to challenge the presence of a particular item in the collection should send a written request to the State Law Librarian. Complainants will receive written notification of the State Law Librarian's decision.

IV. APPENDICES

1. Map of the Minnesota State Law Library <http://www.lawlibrary.state.mn.us/MSLLmap.pdf>
2. Appellate Court Library Standards <http://www.aallnet.org/mm/Leadership-Governance/policies/PublicPolicies/policy-appellate-standards.html>
3. Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
4. [Retention schedule](#)